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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 31 December 1957

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 53, 27 December - 31 December 1957

1. The five-week schedule for Operations Support has been completed. Since several guest speakers are on leave during the holiday season, it was not possible to contact all of the fifteen individuals prior to finalizing the schedule. This may necessitate some changes as the course progresses.

2. There are [ ] students enrolled for the Budget and Finance Procedures and [ ] for Operations Support. Both courses start on 6 January.

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3. [ ] has ordered a series of Vu-Graph slides to be utilized in training certain clerical personnel in accomplishing and maintaining the new Personnel Information Card, which is used primarily by the Machine Records Division, Office of the Comptroller.

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